



www.tencu.com | 1-844-468-3628  
1400 8th Avenue, Nashville, TN 37203

# Automatic Credit Card Payment Authorization

## Please read carefully:

I am requesting TENCU to transfer funds from my Credit Union account as payment to my Credit Card. I understand that my payment will post to my credit card on the 2nd of each month. Several days later the funds will be transferred from my designated account. I also understand that if the funds are not in my account or cannot be covered by my overdraft option in time for the automatic payment, it will be my responsibility to make the payment by some other means.

Name: \_\_\_\_\_ Account #: \_\_\_\_\_ SS #: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_

### AUTOMATIC PAYMENTS WILL POST ONLY ON THE STATEMENT DUE DATE

Please deduct my payment from:  TENCU Regular Share Savings  TENCU Draft Account

### Please select from the following payment options

- Pay the minimum payment amount only
- Pay balance in full statement balance minus any cycle-to-date payments/credits
- Pay a designated amount of \$ \_\_\_\_\_ each month. Must be more than minimum payment due.

### Make the following changes per my request.

- Change my designated payment amount to \$ \_\_\_\_\_ each month.
- Stop Auto Pay as of the next payment due date

## For Employee Use Only

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Request Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Request Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

### REQUESTS MUST BE PROCESSED AND VERIFIED BY E-OPERATIONS.